

Maintenance Request versus Project Request

MAINTENANCE REQUESTS are for work that requires repair or maintenance of existing facilities/assets in order to keep them in a specified state.

PROJECT REQUESTS are for new work. They modify existing facilities/assets.

To place a **MAINTENANCE** request email or call the Building Monitor or their alternate as they are authorized to submit all requests.

To place a **PROJECT** request the form can be found on the Plant Services webpage [wpfgt"õS wkem"Nkpmuö](#), and submitted to appropriate Academic Dean or Department Head. When signatures have been obtained the form can be sent to Plant Services.

Some Examples for Maintenance requests:

- Work to correct normal wear and tear to “original” condition
- Custodial cleaning & supplies
- Broken equipment – not department owned (eg. motors, bearings, fan belts etc.)
- Trash and recycling, Grounds care
- Door & lock repair, lost keys
- Broken window or window treatments
- Plumbing leaks, plugs
- Electrical outages, bulbs, ballasts
- Minor wall repair & patch painting
- Emergencies
- Safety Violations
- Signage: name plates, room paper inserts

For more information on maintenance requests see the Plant Services Work Request Response Time Standards.

THE ABOVE ARE FUNDED BY FACILITIES' BUDGET

Some Minor Project examples (one-month minimum lead time):

- Signage & directories, parking
- Furniture moving, relocations

Anything new- Small scope of work, (can be com0.0g60.Tm0.4ID 40w@MC /P AMCID 1BDC q0.000000) 6eW*nBTf3.6ff0 0 18.9